

CONFIDENTIAL

OGC Has Reviewed

21 June 1951

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: [REDACTED]

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1. As you know, we have prepared a contract for [REDACTED] to take effect the day after his separation. This contract was attached to the project, which was submitted for approval, and may, if you wish, be signed by yourself for the Agency.

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2. [REDACTED] is on duty today and Monday. He has enough sick leave (32 hours) to carry him for the rest of next week, in which case termination could be made effective 30 June (this would exhaust sick leave which is desirable as no compensation is paid for unused sick leave).

3. If terminated on 30 June, [REDACTED] will have 102 hours annual leave and 8 hours of holiday pay for 4 July (which is figured in computation of final lump sum payment as the annual leave is projected to the future for computation purposes).

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4. I am informed by [REDACTED] that his final payment for the last pay period under the staff employment will be in the amount of \$659.84. I suggest this be used as an approximation as there are occasionally last minute adjustments.

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LAWRENCE R. HOUSTON
General Counsel

Attach: Contract for
[REDACTED]

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Hand-carried to DD/A by Mr. Houston, 21 June 1951

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